




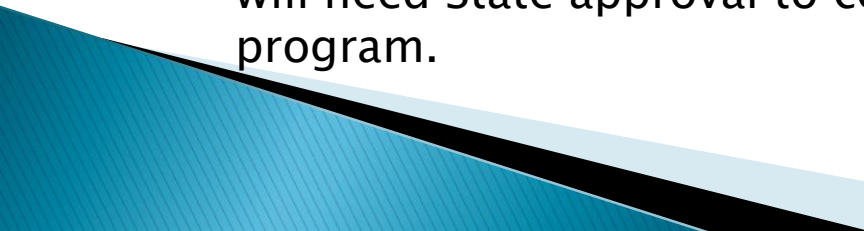
CSC/Indiana First Steps
Provider Enrollment & Credentialing

Agency meeting 4/10/14

Provider Disenrollment Process: (initiated by agency)

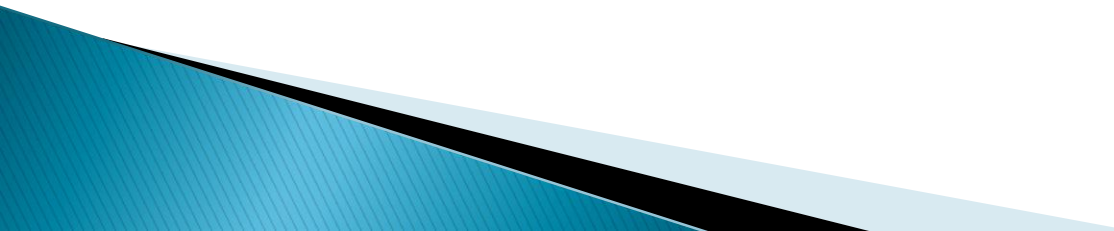
1. Agency sends disenrollment request and updated Exhibit 1 to the state.
 2. The state office reviews the Exhibit to ensure all minimum requirements are still being met for the multi-disciplinary agency.
 3. Once approved, the state emails the Exhibit 1 and disenrollment request to CSC–Provider Enrollment.
 4. CSC will disenroll the provider.
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Provider Disenrollment Process: (initiated by non-compliance)

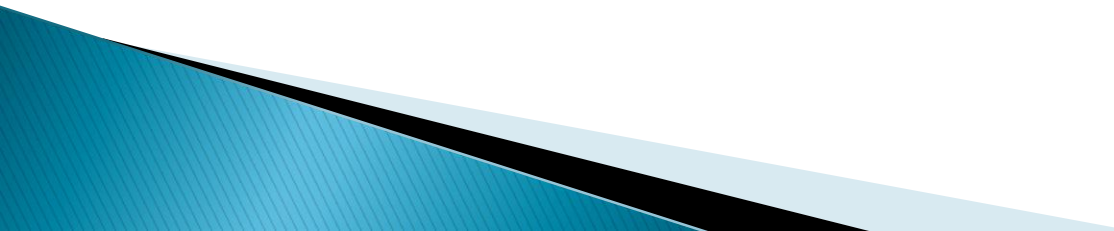
1. If credentialing is not received by CSC at the end of the month that the provider is due, a final notice is sent to the agency the first week of the following month.
 2. The provider/agency has 14 days to send in the missing items or credential packet to avoid being dis-enrolled non-compliant. For example, if a provider is due 07/05/2014 and has not sent in the missing items or credentialing paperwork by 07/31/2014, a final notice is sent the first week of August to let them know that they will be dis-enrolled 14 days from the date of the letter if the information is not received.
 3. If nothing is received by the due date on the final notice the provider is dis-enrolled non-compliant and the State is notified. Once a provider is dis-enrolled non-compliant they will need State approval to come back in to the First Steps program.
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Name Requirements

Effective November 2013, the name by which a provider is enrolled must match their license and NPI (if applicable).

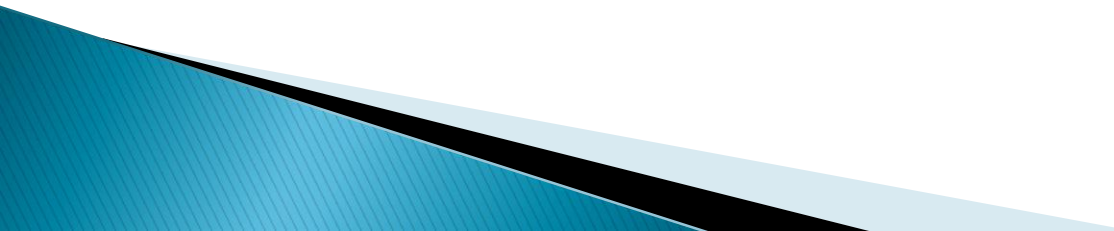
- If their name does not match, Provider Enrollment will notify the agency of the discrepancy and the provider will not be enrolled until the discrepancies are fixed.
 - If a provider is already enrolled and a discrepancy is found, the provider must submit a name change request, or send in a license and NPI with a name that matches how the provider is currently enrolled.
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Required forms for name changes

- CRO Provider Information form– Place a check mark in Change of Information in the Billing Information section, along with a check mark in front of Name. Note the old name on the form as well. Form must be signed with new requested name.
 - Rider A–Must be signed with new requested name.
 - License and NPI (if applicable) reflecting new requested name.
 - Online Access Enrollment form (optional)–Filled out with and signed with new requested name.
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Original Signature Requirements

The following documents must be mailed to CSC–
Provider Enrollment with an original signature:

- CRO Provider Information form
 - Rider A
 - Rider B
 - Attachment B: Supervision Agreement
 - Attachment D: End of Supervision Recommendation
 - Online Access Request form
 - Attestation form
 - W-9
 - CRO Agreement
 - Electronic Funds Transfer form
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Credentialing reminders

- .1 point = 1 hour, 1.0 points = 10 hours, anything over 10 hours requires a date span.
 - Core trainings, Training Times and annual training fee needs to be posted to UTS Prokids website before the credentialing due date.
 - Timelines for DSP101, DSP102, and DSP103 as well as First Steps Core Trainings and Training Times must be followed. The timelines are listed in the Personnel Guide.
 - Other proposed tasks are approved by the State prior to sending in credentialing packet to CSC.
 - If a training is completed outside the current credential year (either before or after), it cannot be used without State approval.
 - Backup documentation is to be kept with the copy of credentialing paperwork at the agency. It is not necessary to submit it to CSC.
 - If an Initial Credential packet is submitted before the two year due date, the yearly recredential due date will then be the date that the initial credential was approved by CSC.
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